

STATE OF KANSAS
SHARP POSITION DATA SHEET

ACTION	<input type="radio"/> Add <input type="radio"/> Update <input type="radio"/> Correct <input type="radio"/> Inactivate
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EFFECTIVE DATE	
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DEPARTMENT NAME

POSITION NUMBER

POSITION DATA 1

DEPARTMENT ID		POSITION POOL ID	
JOB CODE		POSITION STATUS	<input type="radio"/> Approved <input type="radio"/> Frozen
ACTION REASON		POSITION STATUS DATE	
TITLE			
DESCRIPTION			
REPORTS TO (Supervisor's Position No.)		DOTTED LINE REPORT	

POSITION DATA 2

HOLIDAY SCHEDULE		LOCATION CODE	
WORK PHONE NO.		MAIL DROP ID	

POSITION DATA 3

CONFIDENTIAL POSITION	<input type="radio"/> Yes <input type="radio"/> No	STANDARD HOURS	
MAX HEAD COUNT			
FTE			
<input type="radio"/> Classified <input type="radio"/> Unclassified	<input type="radio"/> Regular <input type="radio"/> Temporary	<input type="radio"/> Full-Time <input type="radio"/> Part-Time	
		Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____	Sat _____ Sun _____

POSITION DATA 4

COUNTRY	USA	STATE		COUNTY	
EMPLOYEE CLASS				FLSA STATUS	<input type="radio"/> Non-Exempt <input type="radio"/> Law Enforce. <input type="radio"/> Exempt <input type="radio"/> Fire Protect. <input type="radio"/> Non-Covered
WORK SCHEDULE				AGENCY USE FIELD	
PERB UNIT				SALARY AUTHORIZED BY	
DESIGNATED/COMMERCIAL DRIVER				SUPERVISORY	<input type="radio"/> Yes <input type="radio"/> No

(Required Agency Authorization Signature)

(Date)